



JustInventories

Check Out Report 3rd July 2009

123 Sample Street
London
W1A 2XX

On Behalf Of

EzyLets
345 Sample Street
London
W1B 3ZZ



Check Out Report

TERMS & CONDITIONS

The Check Out Report is intended to assist Agents/Landlords in determination the levels of tenant responsibility at the end of the tenancy. It is not intended to be used as a maintenance report or to comment upon every change within the property (i.e. fair wear and tear). Other works may therefore be beneficial in the property but not especially referred in the Check Out Report.

The Check Out Report is advisory only and is based on the information available to the Clerk. It must not be treated as a final statement of tenant responsibility. It remains the responsibility of the agent/landlord and tenant to fully agree all issues and deductions from the deposit.

The Inventory Clerk will follow relevant legislation and guidelines in all advices. Agents must ensure that Landlords and Tenants are aware of relevant guidelines regarding responsibility, apportionment, life expectancy of items and fair wear and tear.

It is the responsibility of the Agent/Landlord to ensure that the property and all contents are safe for the intended purpose and comply with all relevant legislation (including Health and Safety). Just Inventories Ltd does not undertake any of these responsibilities when commenting upon any such area.

Just Inventories Ltd reserve the right to cancel or abort any appointment for reasons of the Health and Safety to it's appointed Inventory Clerk.

The Inventory Clerk cannot undertake to move heavy items of furniture or to make searches in inaccessible locations such as loft spaces, cellars, locked rooms and high level cupboards or to unpack items. We reserve the right not to handle or move items deemed to be fragile or valuable. In addition the Inventory Clerk reserves the right not to handle items that may be of a health hazard and reserves the right to generalise on such items deemed to be unsuitable for further inspection. Agents/Landlords should be aware that any are covered by furniture or is not free to be fully inspected in any way may not be fully inspected by the Inventory Clerk and the responsibility this returns to the Agent/Landlord (i.e. covered by beds, wardrobes etc or where the light is very poor). It should be noted that the Inventory Clerk may be unaware if a tenant has moved furniture within a room to hide damage. Just Inventories Ltd will not undertake any responsibility for damage or other missed areas under these circumstances.

Inspections may be hindered in instances of poor light or where cleaning levels are below standard. Just Inventories Ltd takes no responsibility for any errors or omissions in such circumstances.

The attending Inventory Clerk will make every effort to record utility meter readings, however, it is not always possible to locate or access meters the correct meters. It remains the responsibility of the agent/landlord to furnish the Inventory Clerk with the correct access keys where required, exact location and serial number meters that are not clearly marked with the house/flat number and the existence, location and serial number of water meters where applicable.

The report was prepared to the best of the Inventory Clerk's ability using the documentation provided. Where the original inventory was prepared by a company other than ourselves, all conclusions are based upon the Inventory Clerk's interpretation of the inventory. All findings and advice are presented using the information made available. It remains the responsibility of the Agent/Landlord to furnish the Inventory Clerk with any relevant information and to separately agree all issues and deductions from the deposit before finalisation of the refund.

Where the Check Out was conducted without the benefit of a fully completed Check In report and Schedule of Condition, Just Inventories Ltd will not be able to give advice to regarding level of cost apportionment between the Landlord and Tenant but will report on works required.

The Inventory Clerk cannot undertake the testing of any appliances and is qualified to report on the safety of any appliances other than a general visual inspection of condition.

Just Inventories Ltd has no control over contractors employed for works or costs incurred arising from the contents of the Check Out Report. All enquiries relating to specific costs should be answered by the Agent/Landlord.

123 Sample Street London W1A 2XX

Check Out

Agent, Tenant and Property Details - Check Out

Introduction

A check out report in respect to the property at:

Property Address: 123 Sample Street
London
Post Code W1A 2XX

Agent Address: EzyLets
345 Sample Street
London
Post Code: W1B 3ZZ

Check Out Inspection Date: 3rd July 2009

Reference Number: EL – 0001

Declaration of Check Out

I/We confirm my/our agreement to all information supplied above and on the subsequent Check Out Report sheets. I/We confirm that any issues noted have been discussed fully with the Inventory Clerk and that I/we have been advised that charges may be incurred for any cleaning, gardening, restorative, remedial, replacement works as outlined, however, understand that items listed may not necessarily be the responsibility of the Tenant depending upon condition at Check In and other factors.

In addition, it remains the responsibility of the Tenant/Agent and Landlord to agree the contents of the Check Out Report before finalisation of the deposit return and any comments or advice given by the Inventory Clerk are therefore recommendation only.

Tenant 1. _____

Tenant 2. _____

Print Name. _____

Print Name. _____

Tenant 3. _____

Tenant 4. _____

Print Name. _____

Print Name. _____

| | |
|-----------------|---------------------------|
| Check Out Date: | 3 rd July 2009 |
|-----------------|---------------------------|

| General Overview | Yes/No | Comment |
|---|--------|---|
| Was check conducted using a JIL Inventory? | Yes | |
| Was Inventory/Schedule of Condition available? | Yes | |
| All keys returned? | Yes | |
| General cleaning required? | Yes | Professional cleaning services recommended |
| Carpet cleaning and other flooring cleaning required? | Yes | Professional cleaning services recommended |
| Kitchen cleaning required? | No | |
| Appliance cleaning required? | Yes | Professional cleaning services recommended |
| Bathroom/Cloakroom cleaning required? | Yes | Professional cleaning services recommended |
| Curtains cleaning required? | No | |
| Furnishings cleaning required? | No | |
| Window cleaning required? | No | |
| Gardening services required? | Yes | Professional gardening services recommended |
| Remedial works required? | Yes | Professional assessment recommended |
| Items not seen? | N/A | |
| Additional items noted? | N/A | |
| Charges to tenant? | Yes | |
| Tenant advised of possible charges to deposit? | Yes | Tenant has agreed with findings |
| Agent/Landlord advised? | Yes | |
| Additional Information | | The agent has provided the inventory clerk with copy of invoices in respect to cleaning and gardening services provided prior to commencement of tenancy. |

| | | Check Out Report | Suggested Level of Tenant Responsibility | Comment |
|-------------|-----------------|--|---|---|
| <i>Area</i> | | <i>Cleaning</i> | | |
| 1. | Cloakroom | W.C. soiled, limescale build up to wash basin | Clean at cost | Professionally cleaned prior to commencement of tenancy |
| 2. | Living Room | Carpet marked and stained throughout | Clean at cost | Professionally cleaned prior to commencement of tenancy |
| 3. | Kitchen | Burnt on food residue to hob, grease and food residue to oven, soap build up to washing machine dispenser drawer | Clean at cost | Professionally cleaned prior to commencement of tenancy |
| 4. | Conservatory | Tiled floor soiled throughout | Clean at cost | Professionally cleaned prior to commencement of tenancy |
| 5. | Bathroom | W.C. soiled, bath dirty, limescale and water marks to wash basin | Clean at cost | Professionally cleaned prior to commencement of tenancy |
| 6. | Bedroom1 | Carpet marked and stained to perimeter, | Clean at Cost | Professionally cleaned prior to commencement of tenancy |
| 7. | En Suite Shower | Shower and Shower Cubicle water marked and limescale build up. Wash basin water marked and limescale | Clean at cost | Professionally cleaned prior to commencement of tenancy |
| 8. | Bedroom 2 | Make up stains to carpet | Clean at cost | Professionally cleaned prior to commencement of tenancy |
| 9. | Driveway | Oil stain to block brick drive | Clean at cost | Driveway |

| | Check Out Report | Suggested Level of Tenant Responsibility | Comment |
|-------------------|--|---|----------------|
| <i>Area</i> | <i>Remedial Works</i> | | |
| 1. Dining Room | Laminated floor damaged. 2cm long | £20.00 compensation | |
| 2. Lounge | Hole to wall lhs of door. Caused by door handle (no door stop) | 50% cost of repair and making good | |
| 3. Kitchen | 3 x halogen spotlights not working | Replace at cost | |
| 4. Bathroom | Small chip to wash basin, plug and chain broken | £15.00 compensation. Replace plug and chain at cost | |
| 5. Bedroom 2 | Blu Tac residue and to all walls | 50% charge to redecorate suggested | |
| 6. Bedroom 3 | Iron scorch to carpet | 25% charge towards replacement cost | |
| 7. Rear Garden | Garden overlong | Cut and tidy at cost | |
| 8. Garden Borders | Weeds showing, hedge overgrown | Attend at cost | |

SCHEDULE OF CONDITION AT CHECK OUT

PLEASE CLEARLY RING OR HIGHLIGHT APPROPRIATE STATEMENT AND NOTE ANY COMMENTS AS NECESSARY

SERVICES

| | | | |
|---|-----|----|-----|
| GAS ON | YES | NO | N/A |
| ELECTRICITY ON | YES | NO | N/A |
| WATER ON | YES | NO | N/A |
| HEATING ON | YES | NO | N/A |
| BOILER ON | YES | NO | N/A |
| IMMERSION ON | YES | NO | N/A |
| ADVISED AGENT/LANDLORD TO RESET PROGRAMMER | YES | NO | N/A |

PRE-PAID METERS

GAS

AMOUNT OF CREDIT/DEBIT:

ELECTRICITY

AMOUNT OF CREDIT/DEBIT:

SAFETY

| | | | |
|--|------|----------|-----|
| GSI CERTIFICATE IN PROPERTY | SEEN | NOT SEEN | N/A |
| ELECTRICAL SAFETY CERTIFICATE IN PROPERTY | SEEN | NOT SEEN | N/A |
| APPLIANCE MANUALS IN PROPERTY | SEEN | NOT SEEN | N/A |

| | | |
|-------------------------------------|-----|----|
| WINDOW LOCK KEYS IN PROPERTY | YES | NO |
|-------------------------------------|-----|----|

| | | |
|--|-----|----|
| GAS/ELECTRICITY METER BOX KEY IN PROPERTY | YES | NO |
|--|-----|----|

SAFETY ISSUE COMMENTS:

Advised agent to supply electrical safety certificate and meter box key

GENERAL CONDITION OF PROPERTY**CONDITION OF GRASS/LAWNS?**

- A RECENTLY CUT
- B SLIGHTLY OVERLONG
- C **OVERLONG**
- D N/A

ARE THE UTILITY ROOM APPLIANCES CLEAN?

- A CLEANED TO A PROFESSIONAL STANDARD
- B GENERALLY GOOD
- C REASONABLE
- D BELOW STANDARD
- E **N/A**

CONDITION OF GARDEN/GROUNDS?

- A WELL MAINTAINED AND TIDY
- B **ADDITIONAL ATTENTION REQUIRED**
- C UNTIDY
- D N/A

IS THE CLOAKROOM CLEAN?

- A CLEANED TO A PROFESSIONAL STANDARD
- B GENERALLY GOOD
- C REASONABLE
- D **BELOW STANDARD**
- E N/A

ARE THE EXTERIOR WINDOWS CLEAN?

- A RECENTLY CLEANED
- B **REASONABLE**
- C BELOW STANDARD

IS THE BATHROOM CLEAN?

- A CLEANED TO A PROFESSIONAL STANDARD
- B GENERALLY GOOD
- C REASONABLE
- D **BELOW STANDARD**

ARE THE INTERIOR WINDOWS CLEAN?

- A **RECENTLY CLEANED**
- B REASONABLE
- C BELOW STANDARD

IS THE EN SUITE CLEAN?

- A CLEANED TO A PROFESSIONAL STANDARD
- B GENERALLY GOOD
- C REASONABLE
- D **BELOW STANDARD**
- E N/A

HAVE THE CARPETS BEEN CLEANED?

- A NEW
- B APPEAR TO BE PROFESSIONALLY CLEANED
- C NOT VACUUMED
- D **MARKED/STAINED AS LISTED**
- E N/A

HAVE THE WINDOW DRESSINGS BEEN CLEANED?

- A YES
- B **UNKNOWN BUT APPEAR CLEAN**
- C MOSTLY CLEAN WITH SOME EXCEPTIONS
- D NO
- E N/A

HAS ALL OTHER FLOORING BEEN CLEANED?

- A NEW
- B APPEAR TO BE PROFESSIONALLY CLEANED
- C NOT VACUUMED
- D **MARKED/STAINED AS LISTED**
- E N/A

HAVE THE FURNISHINGS BEEN CLEANED?

- A YES
- B **UNKNOWN BUT APPEAR CLEAN**
- C MOSTLY CLEAN WITH SOME EXCEPTIONS
- D NO
- E N/A

IS THE KITCHEN CLEAN?

- A CLEANED TO A PROFESSIONAL STANDARD
- B **GENERALLY GOOD**
- C REASONABLE
- D BELOW STANDARD

ARE ALL LIGHT FITTINGS IN WORKING ORDER?

- A YES ALL BULBS WORKING
- B **MOSTLY WORKING WITH EXCEPTIONS AS LISTED**
- C LIGHT BULBS NOT PRESENT AS LISTED
- D NONE WORKING

ARE THE KITCHEN APPLIANCES CLEAN?

- A CLEANED TO A PROFESSIONAL STANDARD
- B GENERALLY GOOD
- C REASONABLE
- D **BELOW STANDARD**
- E N/A

IS MILDEW/MOULD PRESENT?

- A **NONE PRESENT**
- B SLIGHT MILDEW/MOULD AS LISTED
- C HEAVY MILDEW/MOULD AS LISTED

IS THE UTILITY ROOM CLEAN?

- A CLEANED TO A PROFESSIONAL STANDARD
- B GENERALLY GOOD
- C REASONABLE
- D BELOW STANDARD
- E **N/A**

WHAT IS THE OVERALL CLEANLINESS OF THE PROPERTY?

- A APPEARS TO BE PROFESSIONALLY CLEANED
- B APPEARS TO BE DOMESTICALLY CLEANED
- C **ATTENTION REQUIRED AS LISTED**

Meter Readings:

| SERVICE | METER LOCATION | | READING | SUPPLIER |
|-------------|-------------------|--------------------|------------|----------|
| Electricity | Outside meter box | L N R1 R2 | 10852.3 | |
| Gas | Outside meter box | | 21428.89 | |
| Water | Drive | | 000114.857 | |

Keys Returned:

2 x Front door keys
 2 x Chubb lock keys
 2 x Back door keys
 2 x Conservatory door keys

Tenant(s) Forwarding Address:

Tenant 1 Name: Mr A Jones

Tenant 2 Name: Miss B Smith

Forwarding Address: 25 High Road
London

Forwarding Address: 25 High Road
London

Post Code W2 3EF

Post Code W2 3EF

Tel 1:

Tel 1:

Tel 2:

Tel 2:

Email:

Email:

Bank Details:

Bank Details:

Name:

Name:

Account Number:

Account Number:

Sort Code:

Sort Code:

Account Name:

Account Name: